

## INTERNATIONAL TEACHING FELLOWSHIP PROGRAM.

# HOUSE AND SCHOOL BOOKLET.

In this booklet, the International Teachers Association (ITA) and your ITF exchangee for next year have tried to gather as much information as they can find on things you ought to know about before you go overseas. It is urged that all ITFs provide their counterpart with this information so that misunderstandings can be minimised.

In addition to this Booklet, tourist information pamphlets, newspapers, advertisement pages and school information booklets ought to be exchanged. The fullest information should be provided wherever possible so that all ITFs can be as fully informed of their new environment as possible. There is no such thing as information overload.

All relevant information should be passed on to the Principal and Staff, so that the school is aware of, and prepared for, the incoming ITF.

This booklet is designed to give you basic information about where to find essential items in the house and about household maintenance, shopping, the community and the school. We have not included everything because part of the fun of an exchange lies in the exploration of your new surroundings.

## HOME AWAY FROM HOME

## Where you'll be living

Address

Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_ ( ) \_\_\_\_\_

It is an expectation of the program that each exchangee receives the use of one property in its entirety. No family, friends, boarders, pets are to be using the property. ***SOLE occupancy*** of the property is mandatory for the ITF.

Any additional exchanges, for example clothing, toys or recreation facilities, would need to be negotiated on a personal basis. *The Department of Education and the ITA recommend against car exchanges.*

**A brief description of the district.**

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## Essential Telephone Numbers

Police

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Fire

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Ambulance

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Doctor (Name)

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Hospital (Name)

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Dentist (Name)

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Local Electricity/Power company (Name)

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Cooling/Heating Company

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Fuel Oil (Company)

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Briquette and/or firewood (Supplier)

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Local Telephone Office

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School

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## POWER OF ATTORNEY

As soon as you arrive in Victoria, would you please make contact with the following person who has power of attorney for me and will help you in all matters requiring payment of money on my behalf:

**Name:**

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**Address:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_  
\_\_\_\_

**Other Contacts:**

For maintenance of house  
\_\_\_\_\_

For maintenance of swimming pool / sauna  
\_\_\_\_\_

For my mail  
\_\_\_\_\_

For my finances  
\_\_\_\_\_

Insurance - house  
\_\_\_\_\_

Insurance - house contents  
\_\_\_\_\_

School colleague living close to my home  
\_\_\_\_\_

**On the following page draw a full page plan of your property showing the house and its rooms, the outbuildings and the garden. Clearly show the location of the items listed, using the numbers below (delete those not applicable.)**

- |   |                                      |
|---|--------------------------------------|
| 1. Bar-B-Que, gas / electric / wood     | 28. guarantees for appliances        |
| 2. bed linen                            | 29. hot water tank and switch        |
| 3. bicycles                             | 30. incinerator                      |
| 4. blankets                             | 31. insecticides                     |
| 5. briquette / firewood storage         | 32. iron / ironing board             |
| 6. brooms, brushes, mops                | 33. keys and spares                  |
| 7. camping equipment                    | 34. lawn mower fuel                  |
| 8. car tools                            | 35. lawn mower                       |
| 9. cleaning materials - general         | 36. light bulbs                      |
| 10. cleaning materials - kitchen        | 37. heating oil storage and turn-off |
| 11. cleaning materials - laundry        | 38. newspapers and other recycling   |
| 12. clothes horse                       | 39. phone book / directories         |
| 13. clothes line                        | 40. pool pump / chemicals            |
| 14. clothes which may be borrowed       | 41. radiators (portable)             |
| 15. compost heap                        | 42. septic tank                      |
| 16. cook books                          | 43. street directory -               |
| 17. dishes - daily use                  | Melway page _____ ref _____          |
| 18. dishes - entertaining               | 44. tap washers                      |
| 19. cutlery / silverware daily use      | 45. tea towels                       |
| 20. cutlery / silverware entertaining   | 46. toilet paper                     |
| 21. dictionaries                        | 47. tools                            |
| 22. dustbins (garbage / trash cans)     | 48. towels, bath mats                |
| 23. electricity meter, fuses, fuse wire | 49. utility bills                    |
| 24. fans, portable                      | 50. vacuum cleaner                   |
| 25. first aid equipment                 | 51. water mains turn-off             |
| 26. garden tools                        | Others:                              |
| 27. gas meter/supply                    |                                      |

**Here is a full page plan of our property:**

**I have attached an envelope containing the instructions for many of the appliances in the house.**

<i>Appliances</i>	<i>Idiosyncrasies</i>	<i>Where to have repaired</i>	<i>Maximum I am willing to pay for Repairs</i>
Air Conditioner			
Barbecue			
Blender/Mixer			
Clothes Dryer			
Coffee Maker			
Computer			
Dishwasher			
Electric Blankets			
Electric Fan			
Electric Frypan			
Electric Jug			
Freezer			
Hair Dryer			
Iron			
Lawn Mower			
Microwave			
Main Heater Type:			
Portable Heater			
Normal Temperature in house in winter (with normal heating)			oC
Other Information about heating:			
Radios			
Refrigerator			
Sauna			
Sewing Machine			
Stereo System / CD			

Player			
<i>Appliances</i>	<i>Idiosyncrasies</i>	<i>Where to have repaired</i>	<i>Maximum I am willing to pay for Repairs</i>
Stove			
Swimming Pool			
Tape Recorders			
Television			
Toaster			
Typewriter			
Vacuum Cleaner			
Video Recorder			
Washing Machine			

The visiting ITF is responsible for heating, electricity, and telephone. The home owner will pay the Rates / property taxes. The home owner will also maintain the insurance on the house and on the contents. (The visiting ITF should make their own arrangements to insure their property in the overseas house).

#### **Annual Cost**

#### **Arrangements**

#### ***HEATING***

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#### ***ELECTRICITY***

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#### ***GAS***

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#### ***TELEPHONE***

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#### ***WATER AND SEWERAGE***

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#### **Additional**

#### **Comments:**

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**Absence from house during holidays:**

Fellows will probably travel extensively during the summer holidays. Some insurance policies have clauses regarding prolonged absences. It is advisable that there be a clear understanding about security of the house and lawn / garden maintenance during these times.

**Regarding my situation:**

[illegible]

## Peculiarities

Appliances are not the only things in a house which have peculiarities. The following items need special attention / care (wiggle, prod, kick, etc) - include information on structure, gutters, roof tiles, windows, door locks, septic tank, clothes line, electric switches and points, pilot lights, garden, etc.

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### MAINTENANCE SCHEDULE

Item	Time Schedule	Location of Supplies	Special Instructions
<b>Lawn / Gardening</b> (a) Plants, Bulbs (b) Cables, Pipes (c) Agricultural Drains (d) Fertilising (e) Pruning			
<b>Gutters &amp; Downpipes</b>			
<b>Gully Trap</b> (Sludge Trap)			
<b>Rubbish For Compost Heap</b>			
<b>Garbage</b> (a) Regular (b) Unburnable (c) Garden			
<b>Recyclable goods collection details.</b>			
<b>Stove</b>			
<b>Floors</b>			
<b>Furnace/Heaters</b> (a) Operation  (b) Cleaning			
<b>Swimming Pool</b>			
<b>Sauna</b>			
<b>Barbecue, Gas/ Electric/Wood/ Gas Bottle</b>			
<b>Others</b>			

**PROVISION OF SERVICES**

<b>Store</b>	<b>Products</b>	<b>Location</b>	<b>Trading Hours</b>
<b>Groceries</b>			
<b>Meat-Butcher</b>			
<b>Fruit &amp; Vegetables</b>			
<b>Heating Fuel</b>			
<b>Adult Clothing</b>			
<b>Children's Clothing</b>			
<b>School Uniforms</b>			
<b>Department Store</b>			
<b>Chain Stores</b>			
<b>Shopping Centre</b>			
<b>Milk Bar Corner Store</b>			
<b>Bank</b>			
<b>Newsagent</b>			
<b>Dry Cleaners/ Laundromat</b>			
<b>Chemist</b> (a) Regular (b ) 24 hour			
<b>Garbage</b>			
<b>Road Service RACV</b>			
<b>Garage/Service Station</b>			
<b>Auto Repair</b>			
<b>TV and Radio</b>			

### PROVISION OF SERVICES

Store	Products	Location	Trading Hours
<b>House:</b> (a) Plumber (b) Electrician (c) Carpenter (d) Gas			
<b>Other Convenience Store</b> <b>(Open all/most of the time)</b>			

### COMMUNITY SERVICES

Service	Location
<b>Schools</b> (a) Kindergartens (= Pre Schools) (b) Primary (c) Secondary (d) Adult Education	
<b>Libraries</b>	
<b>Health Care</b>	
<b>Baby Health</b>	
<b>Scouts and Guides</b>	
<b>Baby Sitting</b>	
<b>Public Transport</b> (a) Train (Nearest station) (b) Trams (Nearest Tram Stop) (c) Buses (Map attached)	
<b>Family Day Care Service</b>	
<b>Churches</b>	
<b>Post Office</b>	
<b>Service Clubs (Rotary etc.)</b>	

### FABRICS IN THE HOUSE WHICH REQUIRE SPECIAL CARE

(eg nylon/wool carpets)

[illegible]

## **RECREATIONAL EQUIPMENT FOR YOUR USE**

SPORTS - golf clubs, tennis racquets, skis, bicycles

CAMPING - tent, sleeping bags, air mattresses, stove, cooler

Comments regarding public and private recreational facilities in the local area and equipment that will be available for incoming Fellow:

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## **WHAT YOU MAY EXPECT TO FIND**

Here mention any features of your house and neighbourhood about which your exchange Fellow should be warned in advance.

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## **CARS**

The Department of Education and the International Teachers Association recommends against the exchange of cars. There are many reasons why ITFs should not exchange cars such as:

- The age and standard of cars vary and it is difficult to get a “good swap”
- People have very different expectations on how a car is driven and treated
- ITFs will generally want to travel in their holidays and your car could do many more kilometers than you want it to
- Cars often break down or are in accidents - this can be costly and stressful for all concerned.

The Department of Education will not be involved in any disputes relating to cars and ITFs should look at options such as renting or buying a car during the exchange year.



**I shall arrange for some one to help you buy a car / I shall provide a list of reliable dealers in the area.**

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### **GENERAL CAUTIONARY / INFORMATIVE COMMENTS TO ALL ITFs**

1. **Leased / Rented Property:** If the accommodation you are offering is leased or rented your exchangee should be made aware of this. You should consider what will happen if your lease expires during the exchange period, or if your landlord decides to sell the property. It is your responsibility to nominate someone who will help your exchangee to relocate should this become necessary.
2. **Pets:** Expecting your exchangee to care for your pets can sometimes become an imposition. It is suggested that, where possible, you make alternative arrangements for their care. Make sure that you and your exchangee are absolutely clear about any expectations in this area.
3. **Baby Sitting:** Charges vary depending on existing arrangements. Discuss this with your exchangee if baby sitting services are required. If you require baby sitting, list the names and phone numbers of the ones which you use and recommend:  

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4. **Smoking:** All Department of Education premises and government buildings and transport have a non smoking policy to adhere to. Some people prefer that smoking does not take place in their homes. It is advisable to discuss this issue with your exchangee.
5. **Cable Television Rental:** Both exchangees will need to determine who pays for the costs of cable television rental.
6. **Water / Sewerage Rates and Charges:** It is the responsibility of both parties to determine who will pay for what. eg Service charge versus charge for water actually consumed.
7. **Household contents insurance:** Each ITF will need to insure their own personal items against loss. Discuss this with your partner and insurance company.

- 8 Any issue or pertinent information that may affect the success of the ITF Program should be brought to the attention of the International Agreements Unit.

*If you have a shared understanding then there is a greater chance of coming up with an agreed set of expectations. If both parties' expectations remain different you have information on which to make informed decisions about continuing with the exchange or withdrawing before you leave home. Expectations don't have to be the same for a successful exchange but a sharing of values around the care and condition of the two homes leads to a more confident and comfortable exchange because it saves considerable anxiety during your year away.*

## SPENDING YOUR HOLIDAYS

The ITA will be able to advise you on holiday arrangements. Travel agent information is readily available through the mail and the ITA.

Here are some of my suggestions for short trips you could make after you settle in (where, distances etc.).

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. On the left side, there is a vertical margin line, creating a narrow left margin. The paper appears to be a standard notebook page.

**At this point, my plans for travel are:**

[illegible]

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### **SCHOOL INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours: \_\_\_\_\_  
\_\_\_\_\_  
Number of Pupils: \_\_\_\_\_ Average class size: \_\_\_\_\_  
\_\_\_\_\_  
Number of Staff: \_\_\_\_\_ Years / Grade taught: \_\_\_\_\_  
Age of School: \_\_\_\_\_ Travel: \_\_\_\_\_  
\_\_\_\_\_  
Distance of School from home \_\_\_\_\_ Principal Tel No.: \_\_\_\_\_  
\_\_\_\_\_  
Open plan or self-contained (Organisational details under “Additional Comments”).

<b><u>School Staff</u></b>	<b><u>Name</u></b>
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<b><u>Telephone</u></b>
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- |   |           |
|---|-----------|
| (a) Principal                                   | _____ PH. |
| (b) Assistant Principal(s)                      | _____ PH  |
| (c) Timetable / Daily Organiser Person          | _____ PH  |
| (d) Student Welfare Coordinator                 | _____ PH  |
| (e) Key Learning Area Coordinator(s)            | _____ PH  |
| (f) Year Level Coordinator(s)                   | _____ PH  |
| (g) Librarian                                   | _____ PH  |
| (h) Information Technology/Computer Coordinator | _____ PH  |
| (i) Nurse/Sick Bay Person                       | _____ PH  |
| (j) Caretaker (custodian)                       | _____ PH  |

**A Staff Handbook, School Charter, Student Code of Conduct is included.**

**A copy of the school time-table, classes, yard duty, terms, dates, etc. is attached** Show commencing times for each period / recess / assembly Day - Monday, Tuesday, Wednesday etc. OR Day 1, Day 2, Day 3 etc. of timetable cycle.

**You will have the following extra duties:**

Yard, sport, lunch room, detention, other

[illegible]

## Location of Supplies

(a) Courses	
(b) Text	Books
(c) Keys	(Labelled)
(d) Your	Desk
(e) Professional	Materials
(f) Reference	Books
(g) Office	Supplies
(h) Overhead, Slide Projectors, Audiovisual Equipment etc.	
(i) VCR, CD & Cassette players	
(j) Photocopier	
(k) Computers / typewriters	

## WHAT TO WEAR AT YOUR SCHOOL

Ideas of what is considered acceptable dress for teachers vary enormously from one school to another. You should, of course, err on the conservative side at the beginning of your stay, then look around and see what is being worn by people whose professional status you consider equal to your own. Dress is a bit less formal in summer than in winter. A man who wears a business suit in the colder weather might well dress in shorts and an open-necked shirt on hot summer days. Thongs are not permissible. Sandals, shoes and casual shoes are all acceptable. Check with your ITF.

**Staff members of your sex in this school normally wear:**

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**The Names of the Office Staff are**

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**They can assist with following tasks for you**

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**If you need to be absent for the day**

Notify

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When

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**If you need to leave during the day notify**

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**The parking lot/area is located**

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**Other teachers to possibly car pool with**

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**The staff room is located**

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(a) It has the following supplies

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(b) It is necessary to supply

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(c) Lunch Arrangements are:

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**Class Roll is taken to**

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Class	lists	are	obtained	from
<hr/>				
Keep	class	attendance	in	
<hr/>				
Class	attendance	forms	located	
<hr/>				
<b>The</b>	<b>sick</b>	<b>bay</b>	<b>is</b>	<b>located</b>
<hr/>				
<b>Staff</b>	<b>who</b>	<b>will</b>	<b>be</b>	<b>prepared</b>
	<b>to</b>	<b>assist</b>	<b>with</b>	<b>any</b>
	<b>advice/queries</b>			
<hr/>				
<hr/>				
<hr/>				
<b>Staff</b>	<b>Association</b>			<b>Fee</b>
<hr/>				

### **EQUIPMENT AND FACILITIES**

Our school has the following audio visual aids (delete those not applicable):

Computers, movie projectors, slide projectors, cassette recorders, CD players, radios, TV video-recorder, overheads, photocopier, others:

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I rely heavily on the following books, sets, series, workbooks, others:

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## CHECKLIST

**Have you confirmed/discussed the following items with your exchange partner?**

- ☐ Appropriate course materials to be left in each school  
**PLEASE ENSURE THAT ADEQUATE RESOURCE MATERIALS AND COURSE OUTLINES ARE LEFT FOR THE INCOMING TEACHER**
- ☐ Contact person / professional 'buddy' for the incoming teachers
- ☐ Person to greet incoming Fellow at the airport
- ☐ Care and maintenance of gardens
- ☐ Cleaning standards of accommodation on arrival and leaving
- ☐ Supplies (food, cleaning etc) to be left in each house for the incoming
- ☐ Toys / equipment available for incoming children
- ☐ Clothing that is required or to be left for each other eg: over coats, children's clothing.
- ☐ Approximate cost of living: Annual cost of - Heating, Electricity, Gas, Telephone, Water and Sewerage

**Have you have attached:**

- ☐ A school time table and bell times
- ☐ A school handbook outlining school charter, code of conduct and procedures for students and teachers.
- ☐ A map of your school
- ☐ A map/sketch of your local area
- ☐ Instructions for many of the appliances in the house

